
**ARCHIVES
AND
RECORDS MANAGEMENT
MANUAL
FOR
THE CITY OF EL PASO, TEXAS**

Prepared by:
Division of Records Management
Municipal Clerk's Department
City of El Paso
2 Civic Center Plaza
El Paso, Texas 79901
Telephone: (915) 541-4861
Fax: (915) 541-4306
Website: <http://www.ci.el-paso.tx.us>

First Edition

Effective March 1, 2004

TABLE OF CONTENTS

INTRODUCTION	1
HOW TO USE THIS MANUAL	3
DEFINITIONS	5
I. OVERVIEW	7
A. What is Records Management?	7
B. What is a Record?	7
C. What is Not a Record?	8
D. Types of Records	8
E. Governing Authorities	9
II. DUTIES & RESPONSIBILITIES FOR RECORDS MANAGEMENT ...	10
A. Division of Records Management Responsibilities	10
B. Records Management Officer (RMO) Responsibilities	10
C. Department Head Responsibilities	11
D. Department Record Liaisons Responsibilities	11
III. PROCEDURES	12
A. Transferring Inactive Records	12
B. Requesting Inactive Records (Requests & Retrievals)	13
C. Destroying Records (Records Destruction)	14
D. Changing or Amending Records Control Schedules	16
E. Answering Open Records Requests	17
F. Handling Duplicate Records	18
G. Calculating Fiscal Year Dates and Retentions	19
H. Tips for Better Records Management	20
IV. ARCHIVES	21
A. Collecting Policy	21
B. Donations/Additions to the Collection (Accessions)	22
C. Removals from the Collection (Deaccessions)	23
D. Description and Arrangement	23
E. Reference and Use Policies	23

SELECTED BIBLIOGRAPHY	25
APPENDICES	28
APPENDIX A: Governing Legislation: City of El Paso Ordinance Number 10367	
APPENDIX B: Division of Records Management Mission/ Goals & Objectives Statement	
APPENDIX C: List of Departmental Records Liaisons	
APPENDIX D: Forms:	
D1: Records Transfer List Form (Form RM1)	
D2: Records Request Form (Form RM2)	
D3: Records Destruction Form (Form RM3)	
D4: Certification of Destruction by Department Form (RM4)	
D5: Archives Gift Agreement Form (Form RM5)	
APPENDIX E: Archives Uniform Subject Heading List	

INTRODUCTION

The Division of Records Management for the City of El Paso serves to provide secure and permanent storage, as well as accurate and accessible retrieval and handling of all information generated in any recorded format by officers and employees of the City of El Paso for the official conduct of the City's business, and to preserve such records of historical significance for the benefit of both present and future generations.

The story of the City's records management program begins in 1989, when a group of graduate student interns from the University of Texas at El Paso (UTEP) conducted an assessment of the individual records needs of each of the City's various departments and their record-keeping practices. In addition, an inventory of the City's records was undertaken and City employees were introduced to the basics of records management.

On January 3, 1991, the Mayor and City Council approved Ordinance Number 10367, "providing for a system of records retention, retrieval and destruction" for the City, which provided for the first uniform system for records management for the City of El Paso. The following year, a Records Manager was hired, and the program made substantial headway in establishing standards and procedures for implementing a professional program of records management for the City. Beginning in 1994, a second inventory of department's records was conducted, and customized records retention schedules were prepared for each department with instruction and guidance provided by the Records Manager.

In 2002, the City's records management program was renewed as part of an overall reorganization of City government. The Records and Information Management Section (then known as RIM), once part of the Office of Management & Budget, was reconstituted, renamed the Division of Records Management, and placed under the Municipal Clerk's Department. In addition, a new central records storage facility at 617 Texas Avenue was acquired in September of 2002 with a storage capacity of approximately 51,000 cu. ft. of boxes, and centralization of the City's inactive records began.

As a division of El Paso City Government, the Division of Records Management is administered by a professional staff of three full-time employees, with additional assistance provided by the City's Building Maintenance Division of the Department of Municipal Services. Headquartered in the City's Archives & Records Center located at 617 Texas, the division now holds more than 7,600 cu. ft. of boxed records from all departments of the City, including the Mayor & Council. In addition, the Center contains a municipal archives which holds a variety of historically significant material relating to the history of the City of El Paso.

As a new and emerging local government archives and records management program, we believe that the Division has the potential to develop into one of the finest local government archives and records management programs in the State of Texas. It is our goal to serve the citizens and departments of the City of El Paso as a professional archives and records management facility of the highest quality, and it is with this in mind that this Manual has been prepared.

HOW TO USE THIS MANUAL

This Records Management Manual of the City of El Paso is designed to provide a comprehensive look at the City of El Paso's records management program. It is arranged in five major sections:

1. Overview- this section discusses the purposes of records management, the types of public records involved, and the state and local laws governing El Paso's records management program.

2. Duties & Responsibilities- details the duties and responsibilities for records management under the city's records management program for the Division of Records Management, the Records Management Officer (RMO), Department Heads, and Department Record Liaisons

3. Procedures- this section lists step-by-step instructions for department record liaisons and departments to follow when transferring inactive records to the Division of Records Management, requesting inactive records (requests & retrievals) from the division's Archives & Records Center storage facility located at 617 Texas Avenue, destroying records (records destruction), changing or amending records control schedules, and answering Open Records requests under the state's Public Information Act. In addition, this section also gives tips on handling duplicate records, calculating Fiscal Year dates and retentions, and establishing practices for better records management.

4. Archives- the Archives deals with records of historical value that are being retained permanently for historical purposes, in most cases, beyond their retention periods. This section sets forth policies and procedures governing which records are collected, and how they are to be acquired, described, cataloged, arranged and preserved.

5. Appendices- the appendices are designed to provide additional information which may be of interest to the reader. They are:

- a). *Governing Legislation-* provides the full text of City Ordinance Number 10367, governing the City of El Paso's records management program.
- b). *Division of Records Management Information-* gives information on the division itself, including division mission, goals & objectives.
- c). *List of Departmental Records Liaisons-* provides a list of all City departments and organizations and their Records Liaisons with contact numbers.
- d). *Forms-* includes all forms used in the City's records management program, including Records Transfer List Form, Records Request Form, Records Destruction Form, Certification of Destruction by Department Form, and Archives Deed of Gift Form.

f). *Archives Uniform Subject Headings List*- provides a list of subject headings under which all archival and reference materials are filed for reference purposes.

DEFINITIONS

Accession- the process by which archival materials are acquired, cataloged, arranged and placed into the City's archival collection.

Active Records- records to which reference is made on a regular basis (at least once per month) or are currently being created

Archives- an organized body of records relating to an organization which are being retained permanently for their historical and/or other value. **See also:** Historical Records

Deaccession- the process by which archival materials are removed from City's archival collection.

Disposition- a decision on the final treatment of a record, either storage or destruction. Records have a life cycle of creation, retention, and final disposition.

Format- the medium in which a record is kept, be it paper, electronic, or otherwise.

Historical Records- records which detail the past and/or present of an organization and (for those records with non-permanent retention periods) are of historical value or significance beyond their legally stated retention periods.

Inactive Records- older records to which reference is never or rarely made, but which for financial, legal, administrative or historical reasons should be retained for either a specified period or permanently.

Record- a document, paper, letter, photograph, recording, microfilm, magnetic tape, electronic or other medium, regardless of physical form created by employees pursuant to law or in the transaction of public business.

Record Copy- the official copy of a record maintained by the department for operational, financial, legal, administrative, and/or historical purposes and which may be used a documentation for a specific purpose or action.

Records Control Schedule- a list of the records created and maintained by a local government that identifies the length of time a record must be maintained (either in active or inactive status) prior to final disposition.

Records Inventory- a listing of the records created and maintained by a department to include all pertinent data such as record series title, inclusive dates, quantity, and format.

Records Management- the application of management techniques to records from their creation to their final disposition in order to reduce costs, save space, and improve efficiency.

Retention Period- the length of time a record is kept for administrative, legal, financial, or historical reasons.

Vital Records- records necessary for the resumption, continuation, or re-creation of the legal and/or financial status of the government, or to the protection and fulfillment of obligation to the citizens of the City of El Paso and the State of Texas.

ARCHIVES AND RECORDS MANAGEMENT MANUAL FOR THE CITY OF EL PASO, TEXAS

I. OVERVIEW

A. What is Records Management?

1. Records function to document and record information about the daily activities of an organization, maintain historical data, provide proof of a particular action, protect confidential information, and to make data and information readily available to those who may need it or request it.
2. The City's Division of Records Management works with City departments to help them accomplish these tasks and to help determine the disposition of their excess records. Storage of excess records in office space is costly and often creates hazardous and cramped working conditions.
3. The Texas State Library & Archives Commission estimates that a cubic foot, i.e., one storage box of records stored in active office space costs about \$190.00 per year. The goal of records management is thus to reduce paperwork, avoid storage costs, and promote efficient and effective recordkeeping.

B. What is a Record?

1. A record is defined as "any documents, papers, letters, memorandums, books, maps, photographs, sound or video recordings, microfilm, magnetic tapes, electronic media, or other information recording media, regardless of physical form or characteristic and regardless of whether public access to it is open or restricted, under the laws of the state, created or received, by the City of El Paso or any of its officers or employees pursuant to law, or in the transaction of public business" (City Ordinance No. 10367).
2. Examples of records that are important for departments to keep:
 - a). Photographs, slides, videotapes, posters and other material which document the history and activities of the department or the City of El Paso;
 - b). Policy and procedure documentation that establishes and defines policies, procedures, rules and regulations governing the operations or actions of the City of El Paso or any of its departments, divisions, subdivisions or programs;

- c). Publications, reports, studies, proposals, and similar materials printed by or for the City or any of its departments, divisions, subdivisions, or programs and distributed to, or intended for, distribution to the public on request, and departmental or program newsletters designed for internal distribution; and
- d). Annual and special reports or studies prepared by order or request of City Council or ordered or requested by a state agency or court.

C. What is Not a Record?

1. Records do not include:

- a). Extra identical copies of documents created only for convenience of reference or research by officers or employees of the city;
- b). Notes, journals, diaries, and similar documents created by an officer or employee of the city for the officer's or employee's personal convenience;
- c). Blank forms;
- d). Stocks of publications;
- e). Library and museum materials acquired solely for the purposes of reference or display; or
- f). Copies of documents in any media furnished to members of the public to which they are entitled under state law.

2. To destroy these kinds of materials, complete a Records Destruction Form (Form RM3) and see Section III.C. for more details.

D. Types of Records

- 1. Active Records- records to which reference is made on a regular basis (at least once per month) or are currently being created
- 2. Historical Records- records which detail the past and/or present of an organization and (for those records with non-permanent retention periods) are of historical value or significance beyond their legally stated retention periods.
- 3. Inactive Records- older records to which reference is never or rarely made (as a general rule, they are accessed once a month or less), but which for financial, legal, administrative or historical reasons should be retained for either a specified period or permanently.

4. Vital Records- records necessary for the resumption, continuation, or re-creation of the legal and/or financial status of the government, or to the protection and fulfillment of obligation to the citizens of the City of El Paso and the State of Texas.

E. Governing Authorities

1. Texas Local Government Records Act of 1989

- a). Requires local governments to establish records management programs, whose purpose is to provide efficient and cost-effective management of records from their creation to their eventual disposition.
- b). Declares that local government records created or received in the transaction of official business or the creation or maintenance of which were paid for by public funds are public property. Employees may not remove original records.
- c). Establishes criminal penalties for anyone to willfully destroy, mutilate, remove without permission, alter public information or distribute information considered confidential. (Confidential records are generally those which contain confidential information such as (Social Security numbers, medical information, home address and telephone numbers, and/or personal family information) and should be protected in keeping and destroying records.
- d). Required all Texas municipalities to file records control schedules with the state by January 7, 1995. (Local government records schedules give the minimum required retention period for each type of record under the law.)

2. City of El Paso Ordinance Number 10367, approved January 3, 1991

- a). Establishes an active and continuing records management program for the City of El Paso and provides for “a system of records retention, retrieval and destruction.”
- b). Establishes as the policy of the City “to provide for efficient, economical, and effective controls over the creation, distribution, organization, maintenance, use and disposition of all city records through a system of procedures of records management from their creation to their ultimate disposition.”
- c). Also established procedures governing records management in the interest of providing cost-effective and efficient record-keeping.

II. DUTIES & RESPONSIBILITIES FOR RECORDS MANAGEMENT

A. Division of Records Management Responsibilities

1. Provides records management consulting services to all city departments.
2. Advises and provides staff training on approved departmental records classification, preservation and retrieval principals and practices.
3. Prepares detailed standard operating procedures for departmental records retention and administration that complies with state and federal records requirements, and prescribed records control policies and schedules, including arrangements for transfer from active to inactive status, delivery to archives, indexing and reformatting to and from paper, photographic, magnetic and optical media.
4. Assists in the preparation and presentation of records control schedules, and records destruction lists and requests to department heads and interested agencies as required.
5. Acts as liaison to designated internal and external audiences which includes monitoring approved access to archived information of a confidential or unofficial nature.
6. Responds to department records requests for records in archives by researching availability and abstracting information, and retrieving, duplicating and delivering inactive records upon authorized request.
7. Ensures return of records to storage facility after department's use.
8. Enters, maintains and retrieves computer records inventory data and records control schedules.

B. Record Management Officer (RMO) Responsibilities

1. All forms prepared by the Division of Records Management for Texas State Library and Archives Commission approval need to be reviewed and approved by the Records Management Officer. Once signed, original copies will be returned to Records Management for handling.
2. The Records Management Officer determines that in the best interests of the records management program that more than one records liaison should be designated for a department, the department shall designate additional records liaisons.

3. In lieu of the Records Management Officer, the Mayor is also authorized to review, approve and sign any necessary documentation.

C. Department Head Responsibilities

1. Cooperates with the Records Management Officer in carrying out the policies and procedures established in the City of El Paso for the efficient and economical management of records and in carrying out the requirements of Ordinance 10367.

2. Adequately documents the transaction of government business and the services, programs, and duties for which the Department Head and her or his staff are responsible.

3. Maintains their department records in her or his care and carries out their preservation, microfilming, destruction, or other disposition management program of the City of El Paso and the requirements of Ordinance 10367.

4. Each Department Head shall designate a member of his or her staff to serve as Records Liaison for the implementation of the records management program. In the event of the resignation, retirement, dismissal, or removal of the designated Records Liaison, the Department Head shall **promptly** designate another person to fill the vacancy and shall **immediately** inform the Division of Records Management of the newly assigned Records Liaison.

D. Department Record Liaisons Responsibilities

1. Records Liaisons will serve as the main point of contact between the department and the Division of Records Management.

2. The Records Liaison should always keep the Division of Records Management advised of any situations involving departmental records acquisition, storage, retrieval and destruction.

3. Liaisons will aid Records Management in identifying official records in each department.

4. They will handle the initial preparation and implementation of the department's Records Control Schedule, and any changes or amendments thereto.

5. And, Records Liaisons will also facilitate the training of other departmental staff on the basics of records management.

6. Qualifications- Records Liaisons should have a thorough knowledge of their department's records, the ability to work with section managers, and sufficient authority to make decisions regarding records management with their department.

III. PROCEDURES

A. Transferring Inactive Records

1. The Division of Records Management will work with each department to help them to determine the eventual disposition of their excess records. In general, only about 30% of most department's records are usually retained for active use, and about 35% of records can be destroyed. The remaining 35% are inactive records which should be transferred to Records Management and moved to the City's Archives & Records Center. Although transferred records are physically stored and maintained by Records Management, they remain in the constructive custody of the originating department.
2. Departmental records can **only** be transferred by either the department's Records Liaison, with the approval of the Department Head, or by the Department Head themselves.
3. Use only cubic foot record storage boxes of **double-walled** construction with **separate** bottoms and lids. All other types of boxes are **not** acceptable because they do not have the strength or protection to store records for extended periods of time. **Do not use Permafile or Transfile Boxes.** Due to the number of injuries and claims incurred from using these types of storage boxes, the City of El Paso no longer uses them for records storage. When filled they can become too heavy to lift, causing injuries, and on some boxes the metal strip on top causes severe cuts to the handler. Both letter and legal sized files can be stored in the cubic foot record storage boxes. For more information on ordering boxes of this type, please contact the Division of Records Management.
4. Construct the box and lid according to the instructions which are printed on the box. Please be sure to include the lids with all boxes. **Improperly constructed boxes or boxes without lids will not be accepted for storage.** If you have any questions regarding how to assemble boxes and lids, please contact Records Management.
5. Pack boxes and label them according to the following guidelines for transfer. **Boxes packed and labeled incorrectly cannot be accepted for transfer.**
 - a). Place only one type of record in each box. For example, correspondence should not be filed along with financial records. If it is absolutely necessary to combine several types of records, they should all have the same retention periods. Please contact the Division of Records Management if your department has an exception to this rule or if there are odd sizes or types of records involved.
 - b). Do not mix different types of media inside the same box, i.e., paper and microfilm, unless they both make up a record, such as a case file or other similar type record.

- c). Pack boxes as though they were file drawers. File folders should be in vertical order faced all in the same direction. Place the first number, date or alphabetical letter at the front of the box (either 12” end for letter size files or either 15” side for legal-size files) and the last number, date or alphabetical letter at the back of the box. Remove records from hanging folders and binders and make sure all folders are labeled correctly. Please do **not** use rubber bands to secure your records; these rapidly deteriorate, eventually crumbling into dust or “melting” into the documents themselves. Instead, we recommend that you secure documents using cotton string, ribbon, binder clips, or pocket folders.
 - d). **Do not over-pack boxes-** pack files loosely so that they can be easily seen and removed. There should be enough room (approximately 4”, or the size of a fist) to enable a person to remove and re-file folders without injury. No file folders should be horizontally placed or stacked on top.
6. Prepare a Records Transfer List Form (RM1; see Appendix D1 for copy of form) to complete the transfer of boxes to Records Management for storage. All forms should be typed or word processed. You will need to complete:
- a). The type of record series title (if known), working title, number of items in each box (file folders, manuals, notebooks, bundles, books, tapes, etc.), contents (**list names of all files placed in order, whether alphabetical, chronological, numerical, or other**), type of media (paper, microfilm, microfiche, etc.) and dates (beginning and ending). Use one line per item.
 - b). Number the boxes in sequence order, if contents run in a clearly defined sequence. Write box number on the lower right corner of box; do not write box number on lid.
7. Stack boxes in quantities of five (5) in sequence order by box number.
8. Send the completed form to Records Management.
9. Records Management will then check the boxes against the submitted Transfer List Form to ensure that the boxes are properly inventoried, packed, and ready for transfer.
10. If so, Records Management will assign a box number location to each box and will either take the boxes to storage or will make arrangements to have the boxes picked up by Building Maintenance, depending on the quantity of boxes to be transferred. A copy of the completed Transfer List noting the box number location will then be given to the department’s Records Liaison. Please retain this list for your permanent records, as you will need to reference the box location number whenever making any future records requests from Records Management.

B. Requesting Inactive Records (Requests & Retrievals)

1. Any records transferred to Records Management can be retrieved by the transferring department for reference, litigation, or in response to an Open Records Request.
2. Records Management has established a weekly retrieval/re-file schedule to handle all requests from departments who need access to their inactive records currently being stored in the City's Archives & Records Center at 617 Texas.
3. **Wednesdays** have been designated as the weekly "Request & Retrieval" (R&R) day. To request records, departments should:
 - a). Complete a Records Request Form (RM2; see Appendix D2 for copy of form); only an authorized person (the Records Liaison or Department Head) should submit the completed form. Departments should coordinate all requests through their Records Liaison. Be sure to provide all pertinent data, including details of records or files needed, as incomplete forms cannot be processed. If requesting an entire box, please indicate this on the form.
 - b). Turn in the completed form to Records Management **no later than 5:00 p.m. on Tuesday**. Requests received after that time will not be guaranteed and may not be retrieved until the following Wednesday.
 - c). Once the request is submitted, Records Management will sign and date the form and records will be retrieved and sent to the requesting department by the end of the day on Wednesday. A copy of the form will be placed in the record box the records were retrieved from to show that the record is out.
 - d). The requestor will then sign the request form acknowledging receipt of the record. Records Management will maintain the original request form as the record copy, and will provide a copy of the completed request to the department.
 - e). In case a record is not located using the information provided on the form, Records Management will check the year before and after or check under any other possible locations (i.e., another name or variation of name or number, etc.). If the record is still not found, Records Management will note on the request form N/T ("not there") and will date, sign, and return a copy of the form to the requestor.
 - f). Charge-outs of inactive records will be for a period of sixty (60) days. A monthly review will be conducted on all pending records checked out to departments to follow up on outstanding returns. Departments will be advised of records not yet returned and will be asked to provide a response. If a department needs to keep inactive records for an additional time, they should contact Records Management.

4. If emergency circumstances exist (i.e., subpoenas, litigation, or Open Records requests), Records Management staff will be happy to retrieve any records when needed, regardless of the day of the week. If you have any special circumstances such as these, please contact Records Management as soon as possible.

C. Destroying Records (Records Destruction)

1. Generally, a record may be destroyed by a department if:

- a). It appears on a City department's records control schedule that has been accepted by the Texas State Library & Archives Commission and its retention period has expired; or
- b). A request for authorization to dispose of unscheduled records (records not listed or specified on the department's records control schedule) has been submitted to the Texas State Library & Archives Commission and approved.
- c). **If in doubt, don't throw out-** Some exceptions to the above may apply, so if you have any questions regarding what records are eligible to be destroyed, please contact the Division of Records Management.

2. Be sure to retain all completed department destruction documentation. This will serve as the permanent record of departmental records destruction.

3. Routine destruction will generally take place at the close of the fiscal year (FE) or financial year (FY) or the Calendar year (CE), but it can also be done at any other time.

4. Use the departmental records control schedule (see Appendix E) to identify the correct record number and retention period. If the record is not listed, it should be added to the master schedule and Records Management should be contacted to determine how destruction will be handled and to begin the process of amending the schedule.

5. Fill in the top portion of the "Records Destruction Form" (RM3; see Appendix D3 for copy of form) using the instructions and a separate form for each record number. All forms need to be typed or word processed.

- a). Enter the dates of records to be destroyed and obtain permission from the Department Head or designated representative for destruction. Be sure to make a copy of this form for security purposes.
- b). If the records to be destroyed are presently in storage at the City's Archives & Records Center, please provide the box location number and attach a copy of the previously completed Records Transfer Form (RM1).

7. The Department Head should determine that there are no pending audit, litigation, and/or Open Records requests on the records listed and if this is the case, should sign the and date the form. (All destruction stops on such records until the issue is settled.)

8. Next, send the completed and signed form to Records Management. Records Management will then review and approve the destruction. **No records should be destroyed without first obtaining authorization from Records Management.**

9. Once authorization has been obtained to destroy records, departments should shred all documents and use the City's Recycling Program if possible. Normally, it is the department's responsibility to make arrangements to destroy their records. However, if desired, departments can contact the Division of Records Management to arrange to have their records destroyed at the City's Archives & Records Center at 617 Texas Avenue. However, a representative of the department requesting destruction must be present during destruction of their department's records and must complete a Certification of Destruction by Department Form (RM4; see Appendix D4 for copy of form) upon destruction. For more information on destruction of records, please call Records Management.

10. Once destruction has occurred, add the destruction date and method to the form. Print and sign your name adding comments as necessary, keep a copy for your department's records, and send a copy to Records Management.

11. If scheduled records are lost or inadvertently destroyed within a department, the Department Head should complete and send a memorandum to the Division of Records Management, citing the records series title, retention schedule number, dates of records unaccounted for, number of cubic feet, and a brief explanation of what happened to the records. Records Management will then prepare a Records Destruction Request which must be signed by the Department Head and submitted to the Texas State Library and Archives Commission.

D. Changing or Amending Records Control Schedules

1. Departments should review their Records Control Schedules on a yearly basis in order to ensure that the schedule still meets the needs of the department and accurately reflects their record keeping practices. Departments should **only** use the records control schedule which has been accepted and approved by the City and the Texas State Library and Archives Commission.

2. Place a copy of your department's current Records Control Schedule in this Manual and use this copy as the "Master Copy". All changes in retention periods, additions and deletions of records series, etc. should be made on this copy until an amended schedule is created.

3. If a record is not listed on your department's Records Control Schedule, make a list of all of the kinds of new records or records causing problems and their titles.

4. Use the department's Records Control Schedule to identify the item numbers and records series titles. Ask staff members using the records how long they should be kept. If a record cannot be easily classified using the department's schedule, label it "Unclassified".
5. Inform Records Management of any needed changes. Records Management will then complete a State Form SLR 520 (Amendment to Local Government Records Control Schedule), and will return the completed copy to the Records Liaison to obtain approval and signature of the Department Head.
6. Return the signed form to Records Management. Records Management will then review and will take the appropriate steps to amend the schedule through the RMO, City Attorney, and the Texas State Library and Archives Commission. Once the changes are approved, the department will be notified and a copy of the amended schedule will be sent to the Records Liaison.
7. When the amended schedule is received from Records Management, check to make sure that all of the information is accurate and up to date. If more changes are needed, contact Records Management.

E. Answering Open Records Requests

1. These procedures are to serve as basic guidelines for departments to follow when processing requests under the Open Records Act. Any questions concerning requests should be referred to the City Attorney's office.
2. Under State law, requests for open records should be completed **within ten (10) business days** of the receipt of request. If this is not possible (because of the amount of material requested, use of a remote storage site, format issues, or the need for a ruling by the Attorney General on the City's ability to withhold information), the requestor must be notified in writing and informed when (within a reasonable amount of time) this material will be available.
3. When a request is received, date stamp request upon receipt.
4. Read the request thoroughly and ask:
 - a). Does the request clearly state what information is being requested?
 - b). Is the information requested available through your department?
 - c). Is the information easily retrievable or is it located off site or at a remote location?
 - d). How (in what media) will the information be provided-paper, electronic, or other means?
Must the format be tailored or manipulated to meet the requestor's needs?

- e). How much information is involved in order to answer the request (i.e., is it more than 50 pages)?
- f). Do charges for labor and/or copies apply? An itemized cost estimate is required to be sent (via return receipt requested) to the requestor for requests whose charges exceed \$40.00. Charges for copies should be made at a rate of \$.10 per page, and labor costs involve all time spent by staff to answer the request. Once the request has been received, the requester has ten (10) days to respond to this estimate.
- g). Are the requested records available under the Open Records Act, or are they confidential records or Court documents which are not open to the public?

5. Once all questions have been answered and you have determined that the records requested are available, obtain and copy the requested materials. Be certain to track both your time and the number of copies involved (if applicable).

6. Re-file all originals. Prepare a cover letter for signature by the Department Head or designated representative, along with a billing statement for the records copied, if any.

7. If records are not available, state why (i.e. records do not belong to the department, records had met or exceeded their legal retention period and were destroyed in the regular course of business, etc.).

8. Mail or e-mail out your response and records along with the billing form. Keep a copy of all correspondence sent out for your records. Another copy should be sent to the Accounts/Receivable section in the department or to the person responsible for collecting money for Open Records requests.

9. Requests involving litigation and/or subpoenas should be referred to the City Attorney's office for review. Also, do not hesitate to contact your supervisor if you are uncertain as to how best to complete the Open Records request. For more complex requests, check with your Department Head or contact the City Attorney's Office for more information.

F. Handling Duplicate Records

1. Many departments have space problems which are largely due to keeping unnecessary records for extended periods of time. They may be either duplicate (non-record) copies of records kept by other departments or records listed as exempt from the destruction request requirement in the Local Records Retention Schedules from the Texas State Library & Archives Commission.

2. State law requires that only one copy of a record, called the **record copy**, is needed to fulfill the State retention period. All others are duplicates and may be disposed of at the direction of the Department Head who is the custodian of the records.
3. Before listing and destroying records believed to be duplicates, check with Records Management to verify that a record copy is being kept by another department.
4. All duplicates are destroyed by completing a Records Destruction Request Form (RM3). For more details, see Section III.C. above

G. Calculating Fiscal Year Dates and Retentions

1. The retention and destruction process is easier if all records with fiscal retention periods are filed and stored based on the fiscal year end (FE)
2. To calculate retention periods for fiscal years:
 - a). Use the date of the record to locate the correct fiscal year end period. For example, an accounts payable record dated July 24, 1994 would be in FY1994. Other examples are:

September 1, 2002 to August 31, 2003 - FY2003
 September 1, 2001 to August 31, 2002 - FY2002
 September 1, 2000 to August 31, 2001 - FY2001
 September 1, 1999 to August 31, 2000 - FY2000
 September 1, 1998 to August 31, 1999 - FY1999

- b). Count ahead (or back, is specified) the required number of years. For example, the count for the accounts payable record dated July 24, 1994 with a retention of fiscal year end (FE) +3 includes 1995, 1996, and 1997.
 - c). Records should be retained through the end of the fiscal year. For example, an accounts payable record created in FY1994 will a retention period of FE +3 years should be retained until **after** FY1997 (August 31, 1997) and is eligible for destruction starting in FY1998 (September 1, 1997). Examples:

FISCAL YEAR	INCLUSIVE DATES	EARLIEST DESTRUCTION DATE FOR FE+3	FE+5
FY1998	9/1/97 through 8/31/98	9/1/01	9/1/03
FY1997	9/1/96 through 8/31/97	9/1/00	9/1/02
FY1996	9/1/95 through 8/31/96	9/1/99	9/1/01
FY1995	9/1/94 through 8/31/95	9/1/98	9/1/00

H. Tips For Better Records Management

1. Evaluate the contents of office file cabinets and storage boxes on an on-going basis.
2. Use the smaller brown cubic foot boxes (12" x 10" x 15") for all records.
3. Control records at the beginning by:
 - a). Not creating new or multiple copies of forms-check to make sure forms used are really necessary;
 - b). Using a routing slip instead of making copies for everyone in the office;
 - c). Limiting copy machine use and making double-sided copies whenever possible;
 - d). Discarding all drafts printed out at various stages; and
 - e). Establishing a record or official copy and stamp it after other copies are made. The record copy is the only one subject to the retention period under state law.
4. Check office supply catalogs for products that would save space and help in filing.
5. If additional file equipment is needed, chose those with open or lateral shelves. These are the most efficient users of space for filing purposes.
6. Remember to protect records that have confidential information, historical value, or that are vital to the function of the department.
7. Choose letter-size supplies and filing equipment.
8. And finally: **be sure to date everything.**

IV. ARCHIVES

A. Collecting Policy

1. The City of El Paso's Archives & Records Center is the official repository for historically significant records which are created by City departments, and/or by joint City/County agencies. As a new and emerging Archives and Records Management program, the Division of Records Management actively seeks to acquire archival (i.e., primarily 2-dimensional) materials for its collections which will help to document the history of the City of El Paso, Texas. These materials are invaluable in helping to tell the story of our area, and to help preserve its unique historic heritage.

2. The Archives primarily collects public records created by or for the City of El Paso, including those of the Mayor and City Council, all municipal departments and all associated boards, committees and commissions which are judged to be of historical significance and which help to document the development of the city and/or its past policies, procedures, programs and activities. Examples of such materials are as follows:

- a). Earliest government records;
- b). Minutes of all City Council, boards, committees and commissions meetings;
- c). Reports, significant correspondence and internal memoranda, budget estimates and justifications, and other records documenting substantive policies and programs;
- d). Selected correspondence, memoranda, reports, and other material related to specific actions, events, people, places, or projects;
- e). Analytical research studies and reports prepared either by the City or by outside consultants working on behalf of the City;
- f). Legal opinions, memoranda prepared by the City Attorney, or opinions received from state authorities that concern interpretations of existing laws, ordinances, or regulations;
- g). Evaluations of municipal operations such as fiscal and program audits and studies made to determine the effectiveness of city programs and internal administrative arrangements;
- h). Formal directives, procedural issuances and operating manuals;
- i). Public relations materials, including speeches, addresses, interview transcripts, news releases and other materials distributed to the public on City programs or issues;

j). Publications, including annual reports, brochures, flyers, pamphlets, and studies prepared by outside advisors or consultants;

k). Audio-visual and graphic materials; and

l). Records with information relating to land and physical development of the city, including property records; highway, street and construction records that document development of the City's infrastructure; architectural drawings; and original maps, particularly those that document legal boundaries and subdivisions.

3. Other records pertaining to the history of the City of El Paso will be accessioned selectively. These records include the following:

a). Public documents (printed and/or published) created by or for the City of El Paso;

b). Personal papers, photographs and scrapbooks of City government officials or of others whose papers reflect the history of the City's municipal government; and

c). El Paso historical materials not created by City government but which may support the municipal archives collections, including newspaper and magazine articles.

4. Evaluation and Appraisal – Records will be evaluated on the basis of their uniqueness, whether or not they are the best source of the information they contain, the information needs of the city and of researchers into the collections, and laws that govern their retention. Appraisals will be conducted by the Municipal Clerk through the Division of Records Management and in consultation with departmental Records Liaisons and their Department Heads. Through the Division of Records Management, current records will be appraised and their potential historical value will be included on departmental records control schedules, thus avoiding the destruction of valuable historical records that have a state retention period of less than permanent.

B. Donations (Accessions)

1. All donations to the City of El Paso's Archives collection are normally unconditional and donated for Division staff to use in the best interests of the City of El Paso. Documentation proving the donor's clear title to the material being donated may be requested at the discretion of the Division.

2. In unusual circumstances, special conditions may be considered when the donation is deemed by Division staff to be an especially historically significant, unique and valuable addition to the collection. All conditional donations must have the approval of the Municipal Clerk prior to being accepted for donation.

3. Division staff will not appraise items for the purpose of determining monetary value for any reason.

4. Donors should complete an Archives Deed of Gift Form (RM5; see Appendix D5 for copy of form) prior to donating the material to the collection.

C. Removals from the Collection (Deaccessions)

1. Division staff will periodically review and re-appraise archival holdings to determine their continued historical value.

2. All material determined upon reappraisal to have no permanent administrative, legal, fiscal, research or intrinsic value will be removed from the collection, but no material may be removed without the written authorization of the Municipal Clerk.

3. Prior to being removed from the collection, authorization to deaccession the item must be approved in writing by the Archives & Records Manager and the Municipal Clerk.

D. Description and Arrangement

1. The arrangement and description of the archival collections will be based upon a Uniform Subject Headings List (see Appendix E).

2. Insofar as possible, records will be maintained in their original order and grouped according to the order imposed by the original creator.

E. Reference and Use Policies

1. Use of the collection by interested City officers and employees, scholars, researchers and members of the general public is encouraged.

2. Appointments for research into the collection should be made in advance with the Division of Records Management. Before beginning research, researchers must also sign in and complete a research registration form for Division records. Briefcases, backpacks, purses, handbags, and other similar items are subject to inspection by Division staff.

3. Only pencils may be used in doing research in materials; no ballpoint or fountain pens or markers or ink bottles are permitted. Marking or making “dog-ear” folds in the materials is also not permitted, as it does irreparable harm to the materials.

4. Smoking, eating or drinking while reviewing archival materials in the Research Room is not permitted.
5. Printed materials may be photocopied if it poses no harm to the material. Photocopying is available at a cost of \$.10 per page.
6. If desired, individuals may bring in their own copiers, scanners, or cameras to make reproductions of materials in the collection. There is no charge for this service.
7. The user assumes full responsibility and liability for conforming with the laws of libel and copyright which may be involved in the use or duplication of materials. The Division of Records Management also reserves the right to refuse to copy or permit the copying or reproduction of materials which it feels may be in violation of copyright laws.
8. Any use of pictures or other materials should be credited as to source if printed or used in speech. The form to use is "Courtesy of the City of El Paso Archives & Records Center."
9. Archival materials contained in the Archives & Records Center cannot be loaned out under any circumstances.

SELECTED BIBLIOGRAPHY

American Association for State and Local History. Technical Leaflets, Technical, Special and Annual Reports. (Pamphlets).

ARMA International and Society of American Archivists. *Sample Forms for Archival & Records Management Programs*. ARMA International and the Society of American Archivists, 2002.

Bandes, Susan J. *Caring for Collections—Strategies for Conservation, Maintenance, and Documentation*. Washington, D.C.: American Association for State and Local History, 1984.

Bellardo, Lewis and Lynn Carlin. *A Glossary for Archivists, Manuscript Curators, and Records Managers*. Chicago: Society of American Archivists, 1992.

Brichford, Maynard. *Archives and Manuscripts: Appraisal and Accessioning*. Chicago: Society of American Archivists, 1977.

Conser-O-Grams. Periodical Publication of the National Park Service, United States Department of the Interior, Washington, D.C.

Daniels, Maygene, Louis Cardinal, et al. *A Guide to the Archival Care of Architectural Records, 19th-20th Centuries*. International Council on Archives, 2000.

Dearstyne, Bruce W. *The Management of Local Government Records: A Guide for Local Officials*. Nashville, Tenn.: American Association for State and Local History, 1988.

_____. *Managing Historical Records Programs: A Guide for Historical Agencies*. AltaMira Press, 2000.

Ham, F. Gerald. *Selecting and Appraising Archives and Manuscripts*. Chicago, Ill.: Society of American Archivists, 1992.

History News Technical Leaflets. Periodical publication of the American Association for State and Local History, Nashville, Tenn.

Hunter, Gregory S. *Developing and Maintaining Practical Archives: A How-To-Do-It Manual*. Neal-Schuman Publishers, 1996.

Jones, H.G. *Local Government Records: An Introduction to Their Management, Preservation, and Use*. Nashville, Tenn.: American Association for State and Local History, 1980.

- Kammen, Carol. *On Doing Local History*. 2nd ed. Walnut Creek, Ca.: AltaMira Press, 2003.
- Knell, Simon. *Care of Collections*. London.: Routledge, 1994.
- Kyvig, David and Myron Marty. *Nearby History*. 2nd ed. Nashville, Tenn.: American Association for State & Local History.
- Lipinski, Tomas A., ed. *Libraries, Museums, and Archives: Legal Issues and Ethical Challenges in the New Information Age*. Scarecrow Press, 2002.
- MacLeish, A. Bruce. *The Care of Antiques and Historical Collections*. 2nd ed. Nashville, Tenn.: American Association for State & Local History, 1959.
- Miller, Fredric M. *Arranging and Describing Archives and Manuscripts*. Chicago: Society of American Archivists, 1990.
- Ogden, Sherelyn, ed. *Preservation of Library & Archival Materials: A Manual*. Andover, Mass.: Northeast Document Conservation Center, 1992.
- _____. *Preservation Planning: Guidelines for Writing a Long-Range Plan*. Washington, D.C.: American Association of Museums, 1997.
- Preservation Briefs*. Periodical publication of the National Park Service, United States Department of the Interior, Washington, D.C.
- Pugh, Mary Jo. *Providing Reference Services for Archives & Manuscripts*. Chicago, Ill.: Society of American Archivists, 1992.
- Reilly, James M. *Care and Identification of 19th Century Photographic Prints*. Eastman Kodak Company, 1986.
- Ritzenthaler, Mary Lynn. *Preserving Archives & Manuscripts*. Chicago, Ill.: Society of American Archivists, 1993.
- Ritzenthaler, Mary Lynn, Gerald J. Munoff and Margery S. Long. *Archives & Manuscripts: Administration of Photograph Collections*. Chicago, Ill.: Society of American Archivists, 1984.
- Schlereth, Thomas J., ed. *Material Culture Studies in America*. AASLH Book Series. Walnut Creek, Ca.:AltaMira Press, 1982.
- Schultz, Arthur W., ed. *Caring For Your Collections*. New York: Harry N. Abrams, 1992.

Stielow, Frederick J. *The Management of Oral History Sound Archives*. Greenwood, 1986.

Tilden, Freeman. *Interpreting Our Heritage*. Chapel Hill, N.C.: University of North Carolina Press, 1957.

Walch, Victoria Irons. *Standards for Archival Description: A Handbook*. Chicago: Society of American Archivists, 1994.

Ward, Alan. *A Manual of Sound Archive Administration*. Gower, 1990.

Weinstein, Robert A. and Larry Booth. *Collection, Use, and Care of Historical Photographs*. Nashville, Tenn.: American Association for State and Local History, 1977.

APPENDICES

APPENDIX A: GOVERNING LEGISLATION

010867

AN ORDINANCE PROVIDING FOR A SYSTEM OF
RECORDS RETENTION, RETRIEVAL AND DESTRUCTION
AND REPEALING ORDINANCE NO. 7452

WHEREAS, Title 6, Subtitle C, Local Government Code (Local Government Records Act), provides that a municipality must establish by ordinance an active and continuing records management program, to be administered by a Records Management Officer, and

WHEREAS, the City of El Paso desires to adopt an ordinance for that purpose and to prescribe policies and procedures consistent with the Local Government Records Act and in the interest of providing cost-effective and efficient record keeping,

NOW, THEREFORE, BE IT ORDAINED BY THE CITY COUNCIL OF THE CITY OF EL PASO:

SECTION 1: DEFINITION OF CITY RECORDS.

All documents, papers, letters, memorandums, books, maps, photographs, sound or video recordings, microfilm, magnetic tapes, electronic media, or other information recording media, regardless of physical form or characteristic and regardless of whether public access to it is open or restricted, under the laws of the state, created or received, by the City of El Paso or any of its officers or employees pursuant to law, or in the transaction of public business, are hereby declared to be records of the City of El Paso and shall be created, maintained, and disposed of in accordance with the provisions and procedures authorized by this ordinance and in no other manner.

The term does not include:

- (a) extra identical copies of documents created only for convenience of reference or research by officers or employees of the City of El Paso;
- (b) notes, journals, diaries, and similar documents created by an officer or employee of the City of El Paso for the officer's or employee's personal convenience;
- (c) blank forms;
- (d) stocks of publications;
- (e) library and museum materials acquired solely for the purposes of reference or display; or
- (f) copies of documents in any media furnished to members of the public to which they are entitled under Chapter 424, Acts of the 63rd Legislature, Regular Session, 1973 (Article 6252-17a,

010867

Vernon's Texas Civil Statutes), or other state law.

SECTION 2: ADDITIONAL DEFINITIONS.

(1) "Department Head" means a person in charge of an agency, bureau or other organizational unit that creates or receives records as designated by Ordinance No. 8064 and the current staffing table of the City of El Paso.

(2) "Essential Record" means any record of the City of El Paso necessary to the resumption or continuation of operations of the City of El Paso in an emergency or disaster, to the re-creation of the legal and financial status of the City of El Paso, or to the protection and fulfillment of obligations to the people of the state.

(3) "Permanent Record" means any record of the City of El Paso for which the retention period on a records control schedule is given as permanent.

(4) "Records Control Schedule" means a document prepared by or under the authority of the Records Management Officer listing the records maintained by the City of El Paso, their retention periods, and other records disposition information that the records management program may require.

(5) "Records management" means the application of management techniques to the creation, use, maintenance, retention, preservation, and disposal of records for the purposes of reducing the costs and improving the efficiency of recordkeeping. The term includes the development of records control schedules, the management of filing and information retrieval systems, the protection of essential and permanent records, the economical and space-effective storage of inactive records, control over the creation and distribution of forms, reports, and correspondence, and the management of micrographics and electronic and other records storage systems.

(6) "Records Liaison" mean the persons designated under Section 10 of this ordinance.

(7) "Records Management Committee" means the committee established in Section 7 of this ordinance.

(8) "Records Management Officer" means the person designated in Section 5 of this ordinance.

(9) "Records Management Plan" means the plan developed under Section 8 of this ordinance.

(10) "Retention Period" means the minimum time that must pass

after the creation, recording, or receipt of a record, or the fulfillment of certain actions associated with a record, before it is eligible for destruction.

SECTION 3: MUNICIPAL RECORDS DECLARED PUBLIC PROPERTY.

All municipal records as defined in Section 1 of this ordinance are hereby declared to be the property of the City of El Paso. No municipal official or employee has, by virtue of his or her position, any personal or property right to such records even though he or she may have developed or compiled them. The unauthorized destruction, removal of files, or use of such records is prohibited.

SECTION 4: POLICY.

It is hereby declared to be the policy of the City of El Paso to provide for efficient, economical, and effective controls over the creation, distribution, organization, maintenance, use and disposition of all city records through a system of procedures of records management from their creation to their ultimate disposition.

SECTION 5: DESIGNATION OF RECORDS MANAGEMENT OFFICER.

A Records Management Officer for the City of El Paso will be employed in accordance with Ordinance No. 8064 and the current staffing table of the City of El Paso. In the event of resignation, retirement, dismissal, or removal by action of the individual so designated, the Mayor and City Council shall promptly designate another individual to serve as interim Records Management Officer. The individual designated as Records Management Officer shall file his or her name with the Executive and Administrative Officer of the Texas State Library and Archives Commission within thirty days of the date of designation, as provided by state law.

SECTION 6: DUTIES OF RECORDS MANAGEMENT OFFICER.

The Records Management Officer shall be responsible for duties as outlined by Ordinance No. 8064.

SECTION 7: ESTABLISHMENT OF RECORDS MANAGEMENT COMMITTEE; DUTIES.

A Records Management Committee consisting of the Chief Administrative Officer, Director of Office of Management and Budget, Director of Personnel, Director of Purchasing, Director of Risk Management, and the City Attorney is hereby established. The

Committee shall:

(a) assist the Records Management Officer in the development of policies and procedures governing the records management program;

(b) review the performance of the program on a regular basis and propose changes and improvements if needed;

(c) review and approve records and control schedules submitted by the Records Management Officer;

(d) give final approval to the destruction of records in accordance with records control schedules; and

(e) actively support and promote the records management program throughout the City of El Paso.

~~SECTION 8: RECORDS MANAGEMENT PLAN TO BE DEVELOPED; APPROVAL OF PLAN; AUTHORITY OF PLAN.~~

(a) The Records Management Officer and the Records Management Committee shall develop a records management plan for the City of El Paso which will be submitted to the Mayor and Council for approval. The plan shall contain policies and procedures designed to reduce the costs and improve the efficiency of recordkeeping, to adequately protect the essential records of the City of El Paso, and to preserve properly those records of the City of El Paso that are of historical value. The plan must be designed to enable the Records Management Officer to carry out his or her duties prescribed by state law and this ordinance.

(b) Once approved by the Mayor and Council the records management plan shall be binding on all offices, departments, divisions, programs, commissions, bureaus, boards, committees, or similar entities of the City of El Paso and records shall be created, maintained, stored, and microfilmed.

(c) State law relating to the duties, other responsibilities, or recordkeeping requirements of a department head do not exempt the department head or the records in the department head's care from the application of this ordinance and the records management plan adopted under it and may not be used by the department head as a basis for refusal to participate in the records management program of the City of El Paso.

SECTION 9: COOPERATION.

Department heads shall:

(1) cooperate with the Records Management Officer in carrying out the policies and procedures established in the City of El Paso for the efficient and economical management of records and in carrying out the requirements of this ordinance;

(2) adequately document the transaction of government business and the services, programs, and duties for which the department head and her or his staff are responsible; and

(3) maintain the records in her or his care and carry out their preservation, microfilming, destruction, or other disposition only in accordance with the policies and procedures of the records management program of the City of El Paso and the requirements of this ordinance.

SECTION 10: RECORDS LIAISONS.

Each department head shall designate a member of his or her staff to serve as Records Liaison for the implementation of the records management program in the department. If the Records Management Officer determines that in the best interests of the records management program more than one Records Liaison should be designated for a department, the department shall designate additional Records Liaisons. Persons designated as Records Liaison shall become thoroughly familiar with all the records created and maintained by the department and shall have access to all the records of the City of El Paso maintained by his or her department. In the event of the resignation, retirement, dismissal, or removal by action of the department head of a person designated as a Records Liaison, the department head shall promptly designate another person to fill the vacancy. A department head may serve as Records Liaison for his or her department.

SECTION 11: DUTIES AND RESPONSIBILITIES OF RECORDS LIAISONS.

Records Liaisons shall:

(a) conduct or supervise the inventorying of the records of the department in preparation for the development of records control schedules;

(b) coordinate and implement the policies and procedures of the records management program in their departments in cooperation with the Records Management Officer; and

(c) disseminate information to department staff concerning the records management program.

SECTION 12: RECORDS CONTROL SCHEDULES TO BE DEVELOPED; APPROVAL;
FILING WITH STATE.

(a) The Records Management Officer, in cooperation with department heads and Records Liaisons, shall prepare records control schedules on a department by department basis listing all records created or received by the department and the retention period for each record. Records control schedules shall also contain such other information regarding the disposition of municipal records as the records management plan may require.

(b) Each records control schedule shall be monitored and amended as needed by the Records Management Officer on a regular basis to ensure that it is in compliance with records retention schedules issued by the state and that it continues to reflect the recordkeeping procedures and needs of the department and the records management program of the City of El Paso.

(c) A records control schedule or amended schedule for a department must be approved by the department head and adopted by a majority vote of the Records Management Committee. Any records control schedule or amended schedule not acted upon by the Records Management Committee within 30 days of submittal shall be deemed approved.

(d) Before its adoption a records control schedule must be submitted to and accepted for filing by the Director and Librarian as provided by state law. If a schedule is not accepted for filing, the schedule shall be amended to make it acceptable for filing. The Records Management Officer shall submit the records control schedules to the Executive and Administrative Officer of the Texas State Library and Archives Commission.

SECTION 13: IMPLEMENTATION OF RECORDS CONTROL SCHEDULES;
DESTRUCTION OF RECORDS UNDER SCHEDULE.

(a) A records control schedule for a department that has been approved and adopted under Section 12 shall be implemented by department heads and Records Liaisons according to the policies and procedures of the records management plan.

(b) Prior to the destruction of a record under an approved records control schedule authorization for the destruction must be obtained by the Records Management Officer from the Records Management Committee.

SECTION 14: DESTRUCTION OF UNSCHEDULED RECORDS.

A record that has not yet been listed on an approved records control schedule may be destroyed if its destruction has been

approved in the same manner as a record destroyed under an approved schedule and the Records Management Officer has submitted and received an approved authorization request from the Executive and Administrative Officer of the Texas State Library and Archives Commission.

SECTION 15: MICROGRAPHICS.

Unless a micrographics program in a department is specifically exempted by order of the Mayor and City Council, all microfilming of records shall be centralized and under the direct supervision of the Records Management Officer. The records management plan will establish policies and procedures for the microfilming of City records, including policies to insure that all microfilming is done in accordance with standards and procedures for the microfilming of local government records established in rules of the Texas State Library and Archives Commission. The plan will also establish criteria for determining the eligibility of records for microfilming, and protocols for ensuring that a microfilming program that is exempted from the centralized operations is, nevertheless, subject to periodic review by the Records Management Officer as to cost-effectiveness, administrative efficiency, and compliance with Texas State Library and Archives Commission rules.

SECTION 16: RECORDS CENTER.

A records center, developed pursuant to the plan required by Section 8, shall be under the direct control and supervision of the Records Management Officer, policies and procedures regulating the operations of the use of the records center shall be contained in the records management plan developed under Section 8.

SECTION 17: CITY CLERK.

Nothing in this ordinance shall permit the interference with the City Clerk's required duties pertaining to City Council actions.

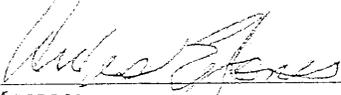
SECTION 18. ORDINANCE NUMBER NO. 7452.

Ordinance No. 7452, an Ordinance Designating the El Paso Public Library as a Depository for City Documents Intended for Public Distribution, is hereby repealed in its entirety.

PASSED AND APPROVED this 3rd day of January, 1991.

(Signatures On Following Page)

THE CITY OF EL PASO



Mayor ~~PRO-TES~~

ATTEST:



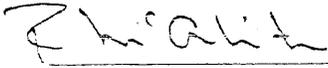
City Clerk

APPROVED AS TO FORM:



Assistant City Attorney

APPROVED AS TO CONTENT:



TCG3/RECORD.ORD

**APPENDIX B:
DIVISION OF RECORDS MANAGEMENT
MISSION/GOALS & OBJECTIVES**

MISSION

The mission of the Records Management Division of the City of El Paso is to provide secure and permanent storage, as well as accurate and accessible retrieval and handling of all information generated in any recorded format by officers and employees of the City of El Paso for the official conduct of the City's business, and to preserve such records of historical significance for the benefit of both present and future generations.

GOALS & OBJECTIVES

1. To lower the cost of operating City Government by reducing the amount of time, storage space and materials necessary to conduct the City's business.
2. To provide secure and permanent archival-quality storage of all historically significant information produced by, or on behalf of, the City of El Paso.
3. To assure compliance with all applicable legal, historical, administrative and/or fiscal requirements for record-keeping as set forth in federal, state and local statutes.
4. To provide courteous and professional access and reference services for officers and employees of the City as well as members of the general public to all materials stored and maintained by the division in compliance with the Texas State Open Records Act.

**APPENDIX C:
LIST OF DEPARTMENT RECORDS LIAISONS**

**CITY OF EL PASO
DIVISION OF RECORDS MANAGEMENT
DEPARTMENT RECORDS LIAISONS**

DEPARTMENT	REPRESENTATIVE	TELEPHONE
Airport	Clarice Dahl	780-4738
Arts & Culture	Jeanne Aragon	541-4481
Building Permits & Inspections	Fred Carson	541-4549
	Ampora Quintana	541-4555
City Attorney	Shirley M. Reimer	541-4550
City Manager		
Community Development	Edna Hidalgo	541-4890
Comptroller	Frances Bertolli	541-4435
Convention & Performing Arts Center		
Deputy City Manager-Building & Planning	Martha Calderon	541-4853
Deputy City Manager-Finance	Frances Bertolli	541-4435
Deputy City Manager- Municipal Services	Eva Medrano	541-4202
Deputy City Manager-Quality of Life	Denise Tovar	541-4240
Economic Development	Miriam Gutierrez	533-4284
Engineering	Elvia Loweree	541-4200
Fleet Services	Martha Moreno	621-6819
Fire	Raul Tarango	771-1004
	Greg Muncy	771-1007
Health , City/County	Edward Munoz	771-5717
Human Resources	Carlton Myers	541-4083
Information Technology	Blanca Dyer	541-4288
Library	Grace Sanchez	543-5444
Metropolitan Planning Organization (MPO)	Ricardo Dominguez	591-9735
Mayor & Council		
Municipal Clerk	Delia Cortinas	541-4145
• City Clerk	Diana Nunez	541-4127
• Municipal Court	Jacqueline Harper	546-2994
Museums		
• Museum of Archaeology	Jason Jurgena	755-4332
• Museum of Art	Sylvia Ponce-Ortega	532-1707
• Museum of History	Barbara Angus	858-1928
Office of Management & Budget (OMB)	Michael Plum	541-4527
Parks	Rosa Ayala	541-4333
Pension Fund	Patricia Hickman	541-4103
Planning, Research & Development	Rosemary Staley	541-4718
Police	Terry Manson	564-7181
	Leila Daniels	564-7232
Purchasing	Cathy Stern	541-4308
Solid Waste	Gloria Duran	621-6702
Streets	Edward Nunez	621-6765
Sun Metro	Magda Acuna	533-1220
Tax Office	Bibi Vasquez	541-4369
Water Utilities, El Paso	David Wolking	594-5514
	Romi Rocha	594-5555
Zoo	Rose Greenough	521-1850

**APPENDIX D:
FORMS**

**CITY OF EL PASO
RECORDS MANAGEMENT
RECORDS REQUEST FORM**

Date:

DEPARTMENT SECTION (Completed by Department Liaison or Authorized Requestor)

Request Made by:			
Name:			
Department:		Section:	
Phone Number:			

RECORDS REQUESTED FOR (Completed by Department Liaison or Authorized Requestor)

Name:			
Department:		Section:	
Phone Number:			

RECORD(S) REQUESTED (Description of Records being Requested)

Record Series Number:			
Record Series Title:		Working Title:	
Record Requested:			
Record Date:			
*Warehouse Box Location Number:			

*Taken from the Records Transfer List Form (RM1)

TYPE OF REQUEST

Litigation Request Open Records Request Other _____

Comments: _____

RECORDS MANAGEMENT SECTION (Completed by Records Management Staff)

	DATE	INITIAL/ SIGNATURE	COMMENTS
Records Request Received			
Records Request (Searched/Pulled/Delivered)			
Records Refiled			

REQUESTOR'S SECTION (Completed by Records Liaison or Authorized Requestor)

	DATE	INITIAL/ SIGNATURE	COMMENTS
Record Received			
Records Returned to Storage			



CITY OF EL PASO
DIVISION OF RECORDS MANAGEMENT

CERTIFICATION OF DESTRUCTION
BY DEPARTMENT

I _____, a representative of _____
(Name) (Department Name)

do hereby certify that I have witnessed the destruction of records as detailed in the attached completed Records Destruction form at the City Archives & Records Center, 617 Texas Avenue, which have been destroyed in the regular course of business as part of a planned records management program adopted under provision of the Texas Local Government Records Act, Chapter 202 and City Ordinance No. 010367.

(Signature of Department Representative)

(Date)



CITY OF EL PASO
DIVISION OF RECORDS MANAGEMENT
ARCHIVES DEED OF GIFT FORM

DEED OF GIFT

Donor Name : _____

Address: _____

City: _____ State: _____ Zip Code: _____

Telephone Number: (_____) _____

Object(s) and Description:

I(We), being the sole legal owner(s) of the property described above, irrevocably give, transfer, and assign to the Division of Records Management, Municipal Clerk's Department, City of El Paso, for its use and benefit by way of gift, all right, title, and interest (including all copyright, trademark, and related interests), without restriction as to use or disposition, the property described above. I(we) affirm that to the best of my(our) knowledge, I(we) have good complete right, title, and interests (including all transferred copyright, trademark, and related interests) to give.

I(we) wish my(our) name(s) as donor(s) in connection with this gift to appear as follows in Archives records, publications, and other descriptions:

Donor

Date

Donor

Date

The Division of Records Management hereby acknowledges receipt of the above Deed of Gift.

Division of Records Management

Date

Please sign, date and return designated copy to: Division of Records Management, Municipal Clerk's Department, 2 Civic Center Plaza, El Paso, Texas 79901.

**APPENDIX E:
ARCHIVES UNIFORM SUBJECT HEADINGS LIST**

**CITY OF EL PASO
DIVISION OF RECORDS MANAGEMENT
UNIFORM ARCHIVAL SUBJECT HEADINGS LIST**

(NOTE: Neighborhoods and other geographical areas within the city are filed alphabetically by name.)

A - Aerials*

Airport, El Paso International
Arts & Culture Department

B - Boards, Commissions & Committees

Bridges
Buildings, Permits & Inspections Department
Buildings & Structures

C - City Attorney

City Council
Clubs & Organizations
Community & Human Development Department
Comptroller
Convention & Performing Arts Center, El Paso

E - Economic Development Department

Elections
Engineering Department
Environment (includes climate, geography, etc.)

F - Festivals & Special Events

Fire Department
Fleet Services Department

G - Geography

H - Health & Environmental District, City/County

Historic Sites & Markers (includes historic statutes, plaques, monuments, etc.)
Human Resources Department

I - Information Technology Department

L - Library Department

M- Mayors

Metropolitan Planning Organization (MPO)

Multicultural History (includes African-Americans, Asian-Americans, Mexican-Americans, Native Americans, etc.)

Municipal Clerk's Department

Municipal Services Department

Museums Department

N - National Register Sites

O - Office of Management & Budget (OMB)

P - Parks & Recreation Department

Pension Funds

People

Planning, Research & Development Department

Police Department

Public Transit-Sun Metro Department

Purchasing Department

S - Solid Waste Management Department

Stadiums & Theaters

Street Department

Street Scenes*

T - Tax Office

Texas

W - Water Utilities, El Paso

Z - Zoo Department